



TRANSITION UPDATES

JUNE 29, 2016 – JULY 13, 2016

COMMUNICATION

The third bi-weekly summary update was posted on jobs.utah.gov/usortransition. The email usortransition@utah.gov continues to be monitored for any questions or comments submitted during the transition period.

A communication plan was drafted for September – October 2016 to strategize communication for the official transition and to celebrate National Disability Employment Awareness Month. The next step will be for the USOR Communication Committee to review the plan and discuss any needed communication pieces.

It was determined that the USOR Hotline (currently managed by the USOE internal audit division) that takes complaints of fraud, waste and abuse will be reassigned to route through a Workforce Services' hotline number managed by the Workforce Services' internal audit division effective October 1, 2016. Communication to reflect this change will be sent to stakeholders and the hotline phone number will be revised to reflect the change on both the USOR and Workforce Services websites.

PROGRAMS & CLIENTS

The Vocational Rehabilitation State Plan Amendment was presented to the State Rehab Council. The council voted and unanimously supported the proposed amendment.

Fliers were distributed to stakeholders and posted in USOR offices about the public input sessions about the State Plan Amendment. These were broadcasted at 11 USOR offices on July 12, 2016. The public comment period is open through July 26 and comments may be submitted to usor@utah.gov.

The State Plan Amendment will be presented to the State Workforce Development Board on July 14, 2016.

EMPLOYEES

Human Resources staff is working on finalizing decisions on policies and procedures. The Workforce Services' annual training cycle is an agenda item for the USOR management meeting on July 21, 2016. This will be the first orientation to Workforce Services' policies and procedures such as tuition reimbursement, mileage reimbursement and the bi-monthly policy training cycle.

Activities between Workforce Services and USOR staff in 10 district areas will begin in July 2016 for collaborative and relationship-building efforts.



BUDGET & FINANCE

Work sessions were held to determine appropriate allocation methodologies. The initial development of the new financial coding has been completed. Additional coding revisions may be required as allocation methodologies are finalized.

Notification language was developed to send to each federal contract to initiate transfer of grants from USOR to Workforce Services.

FACILITIES

Several USOR staff who are currently located at the USOE office will move into their new workspaces at DWS Admin North at the beginning of August.

DFCM and USOR continue to review three possible locations to consolidate the USOR Layton and Bountiful offices.

TECHNICAL SUPPORT

Business and technical process flows for AWARE and Disability Determination Services were completed.

An initial meeting was held to determine network, user accounts and applications for October 1, 2016.

Technical support staff continues to test 508 on applications completion data through the end of July.



TRANSITION UPDATES

JUNE 16, 2016 – JUNE 29, 2016

COMMUNICATION

The first bi-weekly summary update was posted on jobs.utah.gov/usortransition. The email usortransition@utah.gov continues to be monitored for any questions or comments submitted during the transition period.

Jon Pierpont and Darin Brush continue to visit Workforce Services and USOR offices to discuss the transition with staff. The USOR location visits included South Jordan, St. George, Cedar City, Layton and Tooele.

A booklet is being developed to help educate Workforce Services and USOR staff about each other's services. Also, communication pieces for the Vocational Rehabilitation State Plan public input sessions were created.

PROGRAMS & CLIENTS

The Vocational Rehabilitation State Plan Amendment was submitted to Rehabilitation Services Administration (RSA) for review.

Two public input sessions about the State Plan Amendment are scheduled to be broadcasted at 11 USOR offices on July 12, 2016 from 9-10:30 a.m. and from 5-6:30 p.m. View the flier of locations [here](#).

A meeting is scheduled for June 29, 2016 to present the State Plan Amendment to the State Rehab Council.

EMPLOYEES

A Human Resources representative has been attending office visits with Jon Pierpont and Darin Brush to help answer any HR-related questions from staff.

An agenda item about the Workforce Services annual training cycle was added to the USOR management meeting for July 21, 2016. This will be the first orientation to Workforce Services policies and procedures such as tuition reimbursement, mileage reimbursement and the bi-monthly policy training cycle. In preparation for the meeting, Human Resources is working on finalizing decisions on these policies and procedures.

Activities between DWS and USOR staff in local areas will begin in July 2016 for collaborative and relationship-building efforts.



BUDGET & FINANCE

The initial development of the new financial coding has been completed. Additional coding revisions may be required as allocation methodologies are determined. The next work sessions to determine appropriate allocation methodologies are scheduled for July 5-8, 2016.

Notification language was developed to send to each federal contract to initiate transfer of grants from USOR to Workforce Services.

USOR Finance staff has moved from USOE to DWS Admin North. A few training deadlines have been rescheduled due to the delay of moving over USOR Finance staff. The updated deadlines are reflected inside the plan's task list.

FACILITIES

USOR staff moved into their new workspaces at DWS Admin North on June 22, 2016.

DFCM and their realtor have identified three possible locations to consolidate the USOR Layton and Bountiful offices. The spaces are currently being reviewed.

The USOR storage space will be vacated on June 30, 2016. All storage unit contents such as files and cabinets will be re-located to the Ogden VR office.

TECHNICAL SUPPORT

Business and technical process flows for AWARE were completed. Moving the AWARE servers from USOE to the DTS data center is currently in the process, as well as working on business and technical process flows for DDS, Q90 and UCAT.

Interfaces for all systems connected to BASE are being estimated to understand how to connect them directly to FINET.

DTS Capitol launched the new USOR website: usor.utah.gov.



TRANSITION UPDATES

JUNE 1, 2016 – JUNE 15, 2016

COMMUNICATION

On June 1, 2016, the final transition plan was submitted to the Utah Legislature and posted online for public viewing. An overview timeline of the major tasks was also created and included in the plan. The webpage jobs.utah.gov/usortransition was updated with the plan and a new recap video was posted documenting the planning process. Emails were sent to staff and stakeholders announcing the final transition plan. The email usortransition@utah.gov continues to be monitored for any questions or comments submitted during the transition period. Jon Pierpont and Darin Brush have completed more than 20 DWS/USOR office visits out of approximately 60 scheduled through October to discuss the transition with staff.

PROGRAMS & CLIENTS

A contact list was developed for key personnel who are liaisons for all federal grants, and meetings are being scheduled with all federal grant partners. A conference call has been completed with Rehabilitation Services Administration (RSA) and a public meeting regarding the draft of the Unified State Plan is scheduled for July 12, 2016. Currently, all state plan pre-print language is under review to identify necessary changes.

EMPLOYEES

A meeting has been scheduled for July 21, 2016 to discuss the DWS annual training cycle with USOR supervisors. Planning is also underway for activities between DWS and USOR staff in local areas to facilitate collaborative and relationship-building efforts. A conference call was held with USOR district directors and DWS managers to formulate local plans for activities, which will begin in July 2016.

BUDGET & FINANCE

A meeting occurred with State Finance to explore options and ensure continuity while developing new payment processing procedures. In addition, the team is determining how to mass move all USOR employees to DWS in the state's payroll system, effective October 1, 2016. As the transition occurs in the middle of a pay period, the work group will determine how to split charges for the pay period between USOR and DWS with State Payroll. Other current tasks include developing financial coding and determining appropriate allocation methodologies. For USOR contracts and grants, a total of 168 agreements have been identified at this point. Discussion is taking place to reassign USOR contracts, grants, and agreements to DWS effective October 1, 2016.



FACILITIES

Construction on the three work spaces continues on the fifth floor of DWS Admin North. Cubicles have been reconfigured and staff assigned to each space. The USOR/USOE staff who will be relocating to Admin North received a tour of the facility the week of June 10. It is anticipated that the majority of staff will relocate to Admin North on June 22, 2016. The USOE Admin Support staff will relocate to Admin North at the end of July 2016. The Buffmire building remodel was completed the week of June 3 and staff moved in to their new cubicles/offices at Buffmire the week of June 10.

The Request For Proposal (RFP) for the USOR Bountiful/Layton offices ended on June 1, 2016. No proposals were submitted. DFCM will now work directly with a real estate agent to look for available office space in the Farmington/Kaysville area.

The USOR St. George one-year extension and the USOR DWS one-year extension building leases have been revised and re-routed for approval.

TECHNICAL SUPPORT

USOR IT and DTS are ensuring connectivity for USOR staff to BASE and AWARE from the Admin North building. They are also working with the Budget and Finance work group to determine the interfaces needed for the FINET system. In addition, a meeting occurred with Utah Center for Assistive Technology (UCAT) to determine their database needs for asset tracking. Other current tasks include reviewing standard desktop purchases, working with AWARE servers moved from USOE to the DTS data center and testing the AWARE application on the new servers to make sure they are functioning by October 1, 2016.